



South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
July 28, 2016



CONVENE:

Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on July 28, 2016 at 7:01 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Rick Thomas, Secretary
Andy Lippman, Trustee
Carolyn Flemming, Trustee

Also Present

Mayor Pro Tem Michael A. Cacciotti
Joe Matthews, Library Consultant
Steve Fjeldsted, Director of Library, Arts, &
Culture
Marlane Osman, Friends Representative
Sean Faye, Library Administrative Secretary

EXCUSED: Constance Lue, Vice President

MINUTES: The minutes of the Regular Meeting of June 8, 2016 were reviewed – **MSC: Andy Lippman/Carolyn Flemming – all approved.**

[Mayor Pro Tem Michael A. Cacciotti and Trustees Secretary Rick Thomas arrived at the Board of Trustees Meeting at 7:03 p.m.]

PUBLIC COMMENTS:

DISCUSSION ITEM:

1. **Library Operations Study/Forthcoming Strategic Planning Effort with Consultant Joe Matthews** – Consultant Joe Matthews informed the Board that the second phase of his project includes 3 parallel activities regarding the future direction of the Library: interviews with the Trustees, Staff, and Stakeholders; several focus groups based on specific targeted organizations; and the publishing of an online survey via SurveyMonkey.com. This survey, of which Joe Matthews provided a draft, will be available for one month and Library Director Steve Fjeldsted will have bookmarks with the survey's URL distributed to churches, schools, and other community groups in South Pasadena. Joe Matthews said that once the results are tallied he will compare the responses against the national data to look for common themes and will publish his findings.

There was much discussion between the Trustees, Library Director Fjeldsted, Friends Representative Marlane Osman, and Joe Matthews, and some of the questions on the draft survey were revised. Some terms were clarified and more will be directed specifically towards teens and tweens. Joe Matthews said he would make his revisions and submit the updated version to the Trustees. When all the results are in, Director Fjeldsted will make the data available to the public via the Library's website and in articles he will write for the *South Pasadena Review*. Marlane Osman asked that the survey also include information for how to join the Friends of the Library, and Joe Matthews agreed. Joe Matthews said he expected this to be a 3 month process.

[Mayor Pro Tem Michael A. Cacciotti left the Board of Trustees Meeting at 7:46 p.m.]

Joe Matthews spoke of the "Design Charette" meeting held on 6/27/16 when Library Staff, members of the Trustees and Friends, "re-imagined" the Library's first floor. Initial plans were made for combining the Circulation and Reference Desks into one service desk, obtaining new

display shelving for the Friends, the placement of new computer workstations, refreshing the Library's signage, and having the interior repainted. Arrangements will need to be made with City Hall and Public Works to implement these changes and approval of a supplemental budget request would be necessary.

[Library Consultant Joe Matthews left the Board of Trustees Meeting at 8:10 p.m.]

ACTION ITEMS:

1. **Request for Approval of Library Board of Trustees Annual Report for FY 15/16** – President Ed Pearson presented his Annual Report of the Library Board of Trustees, which is due in August.

Motion by Library Board Trustee Andy Lippman, seconded by Library Board Trustee Carolyn Flemming, to approve the Library Board of Trustees Annual Report for FY 15/16 as written.

AYES:	Pearson, Thomas, Lippman, Flemming
NOES:	None
ABSENT:	Lue
ABSTAIN:	None

2. **Request for Approval of Extended Hours on Thursday Nights beginning October 1, 2016** – Director Fjeldsted said that extending the Library's hours from 6:00 p.m. to 9:00 p.m. on Thursday nights was approved by the City Council and the Board of Trustees in the Library Operations Study and that he would like this to go into effect on October 1, 2016.

Motion by Library Board Trustee Andy Lippman, seconded by Library Board Trustee Carolyn Flemming, to approve the request for extended hours on Thursday nights, beginning October 1, 2016.

Director Fjeldsted said it hasn't been decided yet, but Wednesday night, usually a slower night, would have its hours switched with Thursday and that there would be no additional financial costs. Director Fjeldsted added that this would be a great opportunity to connect with members of the community attending the Farmers' Market and that the benefits will outweigh any adjustments that need to be made.

Motion amended by Library Board Trustee Andy Lippman, seconded by Library Board Trustee Carolyn Flemming, to approve the request for extending hours on Thursday night in place of Wednesday night's current hours.

AYES:	Pearson, Thomas, Lippman, Flemming
NOES:	None
ABSENT:	Lue
ABSTAIN:	None

3. **Request for Approval of a Fundraising Concert for the Friends of the Library in the Community Room with Barry McGuire and John York on September 1, 2016** – Director Fjeldsted presented the Board with a proposal for a fundraising concert with Barry McGuire in the Community Room on Thursday, September 1, 2016, with all ticket proceeds going to the Friends.

Motion by Library Board Trustee Vice President Andy Lippman, seconded by Library Board of Trustees Secretary Rick Thomas, to approve the request to have a fundraising

concert in the Community Room with Barry McGuire on September 1, 2016 as proposed in his memo by Library Director Fjeldsted.

AYES: Pearson, Thomas, Lippman, Flemming
NOES: None
ABSENT: Lue
ABSTAIN: None

4. **Request for Approval of a Library Board of Trustees Subcommittee to work with Consultant and Library Director on Strategic Plan** – Director Fjeldsted said that for the last Strategic Plan the Library Board of Trustees formed a Subcommittee of two Trustees, the consultant and the Library Director. President Pearson said this has already been covered, although it may be necessary to form a Subcommittee in the future.

The Trustees discussed the item and decided to take no action on the item.

5. **Request from Pasadena Museum of History to Borrow Batchelder “Bluebeard” Tile for their exhibit from September 30, 2016 through March 31, 2017** – Director Fjeldsted said the Library has been approached by the Pasadena Museum of History to lend them the Library’s Batchelder “Bluebeard” Tile.

Motion by Library Board Trustee Carolyn Flemming, seconded by Library Board Trustee Andy Lippman, to approve the request from the Pasadena Museum of History to borrow the Batchelder “Bluebeard” Tile for their exhibit from September 30, 2016 through March 31, 2017.

Secretary Rick Thomas said he had a bad experience lending materials to an institution, and that it would be crucial to obtain the true value of the Batchelder tile before considering a loan. Trustee Flemming said that more information needs to be gathered, such as the tile’s value, the cost of insurance and how the museum would provide security.

Motion amended by Library Board Trustee Carolyn Flemming, seconded by Library Board Trustee Andy Lippman, to request from the Pasadena Museum of History to borrow the Batchelder “Bluebeard” Tile for their exhibit from September 30, 2016 through March 31, 2017 at its current appraised value.

Director Fjeldsted said this could potentially be a good opportunity for the Library to work with the Pasadena Museum of History. President Pearson said that the City would have to be the official lender and that the City Attorney would have to draw up a contract. Director Fjeldsted said he wanted to learn the Board of Trustees’ response before he considers pursuing the matter. Director Fjeldsted said another benefit of this transaction could be to obtain more information about the tile and post it on the website to help people learn more about one of the Library’s holdings.

Motion amended by Library Board Trustee Carolyn Flemming, seconded by Library Board Trustee Andy Lippman, to authorize the loan of the Batchelder “Bluebeard” Tile to the Pasadena Museum of History on the condition that the Library Director has the tile appraised by a reputable agency, learn what security measures will be involved, and to determine whether the City needs to be involved to loan the tile with a legal contract.

President Pearson said the motion would have to be amended again to authorize the City Librarian to proceed with the loan of the tile based on the information he obtains. Director Fjeldsted asked that a Subcommittee of two Trustees be established to consult with the information he learns.

Motion amended by Library Board Trustee Carolyn Flemming, seconded by Library Board of Trustees Secretary Rick Thomas, to authorize the loan of the Batchelder "Bluebeard" Tile to the Pasadena Museum of History based on a competent appraisal to affix a value, that adequate insurance be provided, learn what security measures will be available, how it will be displayed, and that the Library Director is to find out this information and depending on his satisfaction and consultation with a Subcommittee of the Trustees, comprised of Carolyn Flemming and Rick Thomas, he would move forward with the loan.

AYES:	Pearson, Thomas, Flemming
NOES:	Lippman
ABSENT:	Lue
ABSTAIN:	None

DISCUSSION ITEMS:

2. **Library Board of Trustees Recognition of Retiring Bookstore Coordinator Dorothy Cohen and ESL Teacher Ann Jilg** – Trustee Lippman provided a sympathy card for Friends President Ellen Torres over the loss of her mother, a retirement card for Dorothy Cohen, and a handmade card for Ann Jilg to thank her for her many years of service as the Library's volunteer ESL teacher and to wish her well in her new home. The card was distributed to the Board for their signatures.

Director Fjeldsted said that the most recent Co-Volunteer of the Year, Mary Bart, has a teaching background and has expressed interest in the ESL class position. Director Fjeldsted said that Bill Glazier, the Editor of the *South Pasadena Review*, photographed Ann Jilg at her last ESL class and he will write an article for the *Review* and the Library and Friends websites. Richard Bourell, a retired South Pasadena resident with experience with language learning materials, may also be able to help with ESL. Director Fjeldsted said he expects the weekly ESL classes to resume very soon.

Director Fjeldsted said Dorothy Cohen will be retiring as the Friends Bookstore Coordinator after nearly 35 years. Director Fjeldsted is writing an article about her. Donna Potts, a longtime member of the Bookstore Steering Committee, and possibly others will take on the duties of Bookstore Coordinator.

[Trustee Andy Lippman left the Board of Trustees Meeting at 8:35 p.m.]

3. **Draft Library Board of Trustees Calendar** –Secretary Thomas said that there is sufficient information in the Bylaws to define the Trustees' roles, but noted that there are many redundancies in their current Bylaws. President Pearson said it will be a slow process to incorporate updates and changes and requested a copy of "Roberts Rules of Order" be present at each Trustees meeting.

[Friends Representative Marlane Osman left the Board of Trustees Meeting at 8:45 p.m.]

President Pearson presented his first draft of the Library Board of Trustees calendar based on his interpretation of the Bylaws and asked the Board to review it and contribute suggestions.

4. **Draft Library Policy Review Calendar** – President Pearson said that each policy deserves to be reviewed every few years, but they have not been examined in some time. President Pearson added that some may not need review and some may need updating. Starting in

September, President Pearson said the Board will begin the process of assessing these policies. Trustee Flemming said that staff should be involved with any changes to these policies and President Pearson agreed.

5. **Revisit Community Room Policy** – Trustee Flemming suggested that since there will be new audio/visual equipment that will soon be installed in the Community Room, that it should be established as an enterprise account and charge renters for a monitor or staff member to run the equipment, set up and break down audio/visual equipment, supervise the events, and sign off when events end. Trustee Flemming said this would also be an opportunity to become more cost efficient and put in place an Upkeep and Maintenance Capital Fund where every renter would be charged a reasonable amount, in addition to the monitor fee, that would recognize the Community Room and its contents as capital assets. That fund could grow to pay for future equipment.

Director Fjeldsted said that any fee increases would need to be approved during a cyclical process by the City Council using a consultant. Director Fjeldsted added that the currently used sound system was purchased by the Friends and that more protections will be necessary for the new equipment. President Pearson thought Trustee Flemming proposed some great ideas and said this discussion should be continued at the 9/8/16 Trustees meeting.

6. **Ray Bradbury Conference Room Enhancements** – Director Fjeldsted said that the Library has conducted many Ray Bradbury programs during the last 10 years and many rare, autographed Ray Bradbury items have been donated. David Marchant, a friend of Ray Bradbury, recently donated about 30 Ray Bradbury books that were not in the Library's collection. Director Fjeldsted consulted Howard Spector, Director of the South Pasadena Arts Council (SPARC), about the possibility of having a Ray Bradbury mural painted on the Conference Room wall as a SPARC project. Director Fjeldsted said he would like to obtain one of the antique display cases being offered by the Meridian Ironworks Museum and place that inside, or directly outside the Conference Room to showcase donated Ray Bradbury collectibles. \$3,000 is set aside in the Library's Budget for the City-Wide Reading Program and Director Fjeldsted would like the Library to coordinate it to "Fahrenheit 451" in March, 2017.

Director Fjeldsted said that Ray Bradbury loved South Pasadena and the Fremont Centre Theatre was his official theatre. Ray Bradbury was presented in two Author Nights for the Library and was known by many as the greatest living California author when he passed away. Director Fjeldsted said collecting and honoring Ray Bradbury's legacy is very important for our Library.

7. **CENIC Grant** – Director Fjeldsted said that several agencies are involved with the grant, including the Southern California Library Cooperative (SCLC), which is stewarding the funds. Director Fjeldsted said that nothing is in writing and that many questions have arisen. Acorn, the City's IT firm, is working on an updated equipment list for high speed broadband and Wi-Fi equipment. Director Fjeldsted will submit a revised timeline as the project has experienced delays.

Director Fjeldsted said that Studio Spectrum, the company that installed the new audio/visual system in the Council Chambers, was awarded the bid to design the Community Room audio/visual upgrades.

8. **Unfilled Library Full-Time positions** – Director Fjeldsted said that there are no updates at this time. Trustee Thomas asked if there was anything the Board could do to expedite this process. Director Fjeldsted said he has already approached the City Manager and HR Manager about the importance of filling these positions.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report

City Council Liaison: None to report.

Friends Representative: Before she left the Trustees meeting, Marlane Osman said that the Friends are continuing to define their role beyond being associated with the Friends Bookstore.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

Director of Library, Arts & Culture:

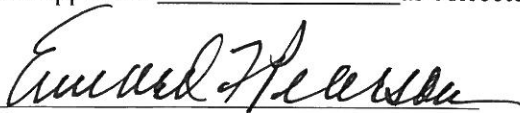
- Director Fjeldsted said the Eclectic Music Festival Committee has begun meeting for next year's series of concerts on May 6, 2017.
- On 8/11/16 Bill Oberst, Jr. will perform a one-man show of Ray Bradbury's "Pillar of Fire."
- On 8/25/16 Frank Girardot and Burl Barer will present an Author Night on their true crime book, "A Taste for Murder."
- A new Summer Youth Worker from Foothill Workforce Investment Board has begun working part time in the Library office.
- Director Fjeldsted wrote an article for *The Quarterly* about the new Judson Studios expansion.F

NEXT MEETING: The next meeting for the Library Board of Trustees will be in the Library Ray Bradbury Conference Room on 9/8/16 at 7:00 p.m.

ADJOURNMENT: The regular meeting of July 28, 2016 was adjourned at 9:31 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President